

**BYLAWS OF THE**

**Austin Mayor's Committee for People with Disabilities**

**ARTICLE 1. NAME.**

The name of the board is Austin Mayor's Committee for People with Disabilities (AMCPD)

**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose of the committee is to encourage, assist, and enable persons with disabilities to participate in the social and economic life of the City, achieve maximum personal independence, become gainfully employed, and use and enjoy fully all public and private facilities available within the community.

The committee shall:

- 1) serve as an advisory body to the city council and city manager regarding problems affecting the persons with disabilities in the Austin area;
- 2) serve in an advisory and consultative capacity to the Human Resources Department and the city council to ensure effective compliance and enforcement of Chapter 5-6 (*Discrimination Against A Person With A Disability*);
- 3) recommend to the mayor, council members, and the city manager measures aimed at improving the ability of various city departments and contractors at providing service and employment opportunities for disabled persons;
- 4) annually evaluate the City's efforts to implement Chapter 5-6 (*Discrimination Against A Person With A Disability*);
- 5) sponsor educational programs to promote equal treatment, opportunity, and understanding and sponsor meetings, institutes, forums, and courses of instruction to lead to clearer understanding and solution of the issues and concerns of disabled persons;
- 6) assist the Human Resources Department in training city employees and contractors regarding the needs and concerns of persons with disabilities;
- 7) provide services and information to the mayor, city council, city manager and heads of all city departments and agencies to achieve the purposes of Chapter 5-6 (*Discrimination Against A Person With A Disability*);
- 8) perform additional duties and functions as required by the city council.

**ARTICLE 3. MEMBERSHIP.**

(A) The board is composed of seven members appointed by the city council.

(B) A member serves at the pleasure of the city council.

- (C) Board members serve for a term of three years beginning August 1<sup>st</sup> on the year of appointment.
- (D) An individual board member may not act in an official capacity except through the action of the board.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a “rolling” twelve month timeframe automatically vacates the member’s position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member’s immediate family member, or the birth or adoption of the board member’s child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

#### **ARTICLE 4. OFFICERS.**

- (A) The officers of the board shall consist of a chair and a vice-chair.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after October 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold an emergency election as needed.
- (C) The term of office shall be one year, beginning November 1<sup>st</sup> and ending October 31<sup>st</sup>. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a board for more than three consecutive one-year terms. A person who has served as an officer in a designated position of a board for three consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person’s service in that office. The board may override the term limit provision for an officer by an affirmative two-thirds of the authorized board members.

- (D) A member may not hold more than one office at a time.

#### **ARTICLE 5. DUTIES OF OFFICERS.**

- (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial functions and approve each final meeting agenda.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

#### **ARTICLE 6. AGENDAS.**

- (A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- (B) The board liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

#### **ARTICLE 7. MEETINGS.**

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Board meetings shall be governed by Robert's Rules of Order.
- (C) The board may not conduct a closed meeting without the approval of the city attorney.
- (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (F) Four members constitute a quorum.

- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.
- (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Human Resources Department, ADA Office, shall retain all other board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.
- (N) Each person and board member attending a board meeting should observe decorum pursuant to Section 2-1-48 of the City Code.

## **ARTICLE 8. COMMITTEES/WORKING GEOUPS**

- (A) The Austin Mayor's Committee for People with Disabilities shall have the following committees:

The **Access and Youth Committee** focuses on accessibility and barrier removal throughout the community by providing citizen input on accessibility projects, promoting ADA compliance and providing information and policy recommendations on accessibility of City of Austin services and facilities. The committee conducts projects and provides policy recommendations to improve the inclusion of youth with disabilities in our community. The committee's goals include efforts to strengthen families and support more successful vocational outcomes.

The **Employment and Awards Committee** plans and conducts the annual Mayor's Awards Program held in October to honor businesses, agencies, and individuals for outstanding support of Austin citizens with disabilities. Award categories include: Employer of the Year, Employee of the Year, Media Award, Distinguished Service Award, Entrepreneur Award, various Chairperson

Commendations and the Martha Arbuckle Meritorious Service Award. The committee promotes the successful employment of qualified individuals with disabilities and supports related initiatives by employers and service providers in the greater Austin area.

- (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three board members appointed by the chair. A staff member shall be assigned to each committee by the director of the Human Resources Department.
- (C) The board chair shall appoint a board member as the committee chair, with the member's consent.
- (D) A majority of the total number of appointed committee members constitutes a quorum.
- (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
- (F) Each committee shall make an annual report to the board at the January board meeting.
- (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

## WORKING GROUPS

- (A) The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.
- (B) A working group may designate a chair, with the member's consent, but is not required to do so.
- (C) Quorum requirements do not apply to working groups.
- (D) Staff support will not be provided for working groups.
- (E) Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

## **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the board or city council may adopt.

## **ARTICLE 10. AMENDMENT OF BYLAWS.**

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Austin Mayor's Committee for People with Disabilities at their meeting held on January 10, 2011.

*Dolores Gonzalez*

City of Austin ADA/504 Coordinator